



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
NUMBER
1110.77S

Effective Date:

National Policy

SUBJ: RTCA, Inc. (Utilized as an Advisory Committee)

1. Purpose of This Order. This order renews and forms the charter for using RTCA, Inc. (formerly Radio Technical Commission for Aeronautics) and some of its components as an advisory committee. The Federal Aviation Administration (FAA) and other Federal Government members of RTCA, Inc. would use parts of RTCA (for example, the Program Management Committee (PMC), Air Traffic Management (ATM) Advisory Committee and Special Committees) as an advisory committee. The advisory committee functions under Section 3 (2) (C) of the Federal Advisory Committee Act, as amended, 5 U.S.C., App.

2. Audience. This order applies to all members of the RTCA Inc. Advisory Committee and director level organizations at the Washington, DC headquarters and the William J. Hughes Technical Center in Atlantic City, NJ.

3. Where Can I Find This Order? You can find this order on the Directives Management System website: https://employees.faa.gov/tools_resources/orders_notices/.

4. Cancellation. This current order replaces Order 1110.77R, RTCA, Inc. (Utilized as an Advisory Committee) dated March 16, 2007.

5. Background.

a. The RTCA was organized in June 1935 on the initiative of the Department of Commerce and by agreement of interested government and non-government organizations and membership groups. The original objective was to ensure efficient coordination of research efforts in the technical development of aeronautical radio aids.

b. From 1935 until 1991, RTCA continued to function in the form of an unincorporated association of government agencies and industry organizations active in aeronautics. The Radio Technical Commission for Aeronautics was incorporated on November 14, 1991, and its name was changed to RTCA, Inc. The objectives of the organization and use of the Program Management Committee, Air Traffic Management Advisory Committee, and Special Committees as Federal advisory committees remain unchanged. The current membership comprises over 400 domestic and international government agencies, aviation industry associations, companies, and academic institutions. Through this membership, RTCA develops consensus-based recommendations on contemporary operational, technology, policy, procedural, and equipage issues, principally related to implementation of Communication, Navigation, Surveillance and Air Traffic Management operational capabilities.

c. The RTCA is incorporated under the New York Not-For-Profit Corporation Law and is authorized to do business in the District of Columbia. Its status as a tax-exempt organization is recognized by the Internal Revenue Service and the Government of the District of Columbia.

6. Scope. This order describes the extent and manner of use of RTCA, Inc. as an advisory committee under the sponsorship of FAA. It does not describe the details of FAA's relationship to RTCA, Inc. in other respects.

7. Consent and Compliance. The RTCA has consented to its "utilization" as an advisory committee as described in this order and, for activities covered by the Act, has pledged compliance with all requirements as prescribed in Order 1110.30C, Committee Management.

8. Objectives and Scope. The objective of the advisory committee is to seek resolutions to issues and challenges involving air transportation concepts, requirements, operational capabilities, and the associated use of technology and related considerations to aeronautical operations that impact the future air traffic management system.

a. To achieve this, specific objectives include the following:

(1) Coalesce aviation system user and provider requirements in a manner that helps government and industry meet their common objectives and responsibilities.

(2) Analyze and recommend solutions to the challenges that the aviation community faces as it continues to increase safety, security, system capacity, and efficiency.

(3) Develop consensus on relevant solutions to meet user and provider requirements, including development of minimum operational performance standards for electronic systems and equipment that support aviation.

(4) Aid in developing the appropriate material on which to base U.S. positions for International Civil Aviation Organization, International Telecommunication Union, and other international organizations, when requested.

b. The RTCA provides the following two categories of recommendations:

(1) Broad-gauged policy and investment priority recommendations used by the FAA when considering for policy and program decisions.

(2) Performance standards, reports, and guidance documents used by the FAA in regulatory decisions and rulemaking. Government regulatory and procurement practices reference or use RTCA standards (with or without change). The RTCA recommendations are used in the private sector as the basis for development, investment, and other business decisions.

c. The advisory committee will not aid in the coordination or review of safety and certification issues, which are inherently governmental. This does not preclude the procedures and standards work above or efforts to streamline government and industry processes.

9. Organization. The RTCA, Inc. comprises a general membership, a chair, vice chair, Board of Directors, Policy Board, Program Management Committee, a president, vice president, and a small staff.

a. The membership comprises over 400 domestic and international government agencies, aviation industry associations, companies, and academic institutions. Currently, there are eight government agencies: the FAA, the Departments of the Army, the Navy, and the Air Force; the Volpe National Transportation Systems Center of the Department of Transportation; the National Aeronautics and Space Administration; the National Geospatial Intelligence Agency; and the Federal Bureau of Investigation. Private sector members include: Air Line Pilots Association, Air Transport Association of America, Aircraft Owners and Pilots Association, Airports Council International-North America, General Aviation Manufacturers Association, National Business Aviation Association, National Air Traffic Controllers Association, Regional Airline Association, aircraft and avionics manufacturers, component suppliers, integrators, and service providers. International associates include: various Civil Aviation Authorities, European Organization for the Safety of Air Navigation, European Organization for Civil Aviation Equipment, Airbus France, NAV Canada, Airservices Australia, France Development Conseil Belgium, Society of Japanese Aerospace Companies, and Swedish Defense Material Administration, among others. Academic associate members include: Applied Research Lab Penn State University, Embry-Riddle Aeronautical University, George Mason University, Imperial College London, Stanford University, The Johns Hopkins University, and University of Alaska Anchorage, among others.

b. The Policy Board establishes RTCA policies and programs and establishes task forces and steering committees, as required. The Program Management Committee, using Special Committees, manages most of the Federal advisory committee-related business of RTCA, Inc. The Program Management Committee establishes Special Committees in response to an identified need by government and industry. Sub-elements of Special Committees (that is working groups) report to the specific committee of which they are a part. The Program Management Committee approves the terms of reference for the special committee; approves the chairs; approves recommendations; reviews reports; and approves, modifies, sends back for additional work, or disapproves these reports. Program Management Committee meetings are open to the public and announced in the Federal Register.

c. Special Committees are a principal means for RTCA to carry out its mission. Membership on Special Committees is open to the public. Special Committees' duration depends on the assigned tasks. Special Committee meetings are open to the public. Notices, including details of the meeting agenda, appear in the Federal Register.

10. Administration.

a. The FAA Air Traffic Organization Chief Operating Officer and the Associate Administrator for Aviation Safety, serve as FAA “*ex officio*,” nonvoting members of the RTCA Policy Board. Air Traffic Organization Chief Operating Officer Representatives serve as the Designated Federal Officer (DFO) for general RTCA advisory committee business; other Federal employees serve in this role for the various Special Committee tasks.

b. FAA will keep participation in all levels of RTCA committees to a minimum, serving in an “*ex officio*” capacity as nonvoting members. The DFO for the various committees will determine appropriate FAA participation to ensure further understanding of the subject matter. The FAA officials will not serve as chair or vice chair of any committee. Exceptions to this for Special Committees will require approval of the FAA members of the Program Management Committee.

c. Representatives of non-government RTCA member organizations serve on the committees without government compensation. Members serve in a representative capacity. The employing organization bears all costs related to its participation on such RTCA committees. Appointed members of the RTCA Policy Board, Board of Directors, Program Management Committee, Air Traffic Management Steering Group and Air Traffic Management Advisory Committee, and chairpersons of Special Committees serve as Representative Members, representing a particular interest of his or her employment, education, experience, or affiliation with a specific aviation-related organization (reference DOT/FAA Order 1110.30C, Committee Management, para. 37.a.).

(1) To identify clearly and provide proper disclosure of their specific affiliation or professional interest, appointed members will complete an Advisory Committee Candidate Biographical Information Request, Form DOT F 1120.1 (as described in the DOT/FAA Order 1110.30C, para. 38.a.). A summary of the candidate's professional background and affiliations will also appear on the RTCA web page for each committee. Members must complete a new form DOT F 1120.1, when a change in affiliation occurs.

(2) The RTCA President, FAA Air Traffic Organization Chief Operating Officer, and the Associate Administrator for Aviation Safety will review Air Traffic Management Advisory Committee and Program Management Committee membership yearly to ensure balanced representation for the points of view represented and the roles performed by the committees; that is, that it equitably represents, to the extent feasible, the aviation community.

d. The Program Management Committee will meet approximately quarterly, as required, to carry out its responsibilities. The Air Traffic Management Advisory Committee meets approximately three times a year. Special Committees will meet as required by their workload. The Program Management Committee, Air Traffic Management Advisory Committee, and Special Committee meetings shall comply with all applicable provisions of the Act, including:

- (1) The Designated Federal Officer or alternate must be present at a Program Management Committee, Air Traffic Management Advisory Committee, or Special Committee meeting. The FAA sponsor will appoint a full-time government employee as the DFO or alternate.
 - (2) The DFO or alternate may adjourn any advisory committee meeting, in coordination with the chairperson, when it is in the public's interest.
 - (3) Program Management Committee, Air Traffic Management Advisory Committee, and Special Committee meetings shall be open to the public and a notice shall appear in the Federal Register at least 15 calendar days before each meeting, except in emergencies. The notice should include the name of the advisory committee, the time, place, purpose of the meeting (including a summary of the agenda), and information stating the meeting will be open to the public. The FAA may use other forms of notice, such as press releases. All RTCA advisory committees will follow the regular advisory committee process in making recommendations to the FAA and will not make recommendations directly to FAA program offices.
 - (4) The RTCA will publish minutes of each PMC, ATM Advisory Committee, and Special Committee meeting. The official minutes shall include the time and place of the meeting; a list of all attendees, including members, staff, and public observers; a summary of matters discussed and conclusions reached; a reference to reports issued or approved by the committee; and a description of public participation, including verbal or written statements. The committee chairperson shall certify the accuracy of the minutes. Meeting summaries are available to the public and posted on the RTCA website at www.rtca.org. Although the Air Traffic Management Steering Group is not required to hold public meetings, summaries will appear on the RTCA internet. All working groups report to the specific committee they represent.
- e. Yearly, RTCA shall provide information to FAA on its committees, including, but not limited to the number of meetings of each committee; the total number of meetings; meeting attendance (including a breakdown of meeting days) for FAA, other government and non-government participants; the name and organizational affiliation of each RTCA committee member; the report titles and dates; and the dates of all meetings.
- f. This order complies with the requirements in section 9 (c) of the Act for charters for the Program Management Committee and Special Committees or other advisory committee task forces.
- (1) Appendix 1 provides a list of the current Special Committees. Assignment to an existing Special Committee of a new problem within its topical responsibility does not require a new charter action. These committees shall comply with all requirements and implementing regulations covered in Section 10 of the Act.

11. Public Participation. Each advisory committee meeting shall be open to the public and anyone interested can attend and appear before the committee subject to reasonable limits of space and time. Meetings may be closed to the public only as authorized by section 10(d) of the Act and applicable regulations. Anyone interested may file written statements with the committee.

12. Availability of Records. Subject to the conditions of the Freedom of Information Act, 5 U.S.C. 552 (b), records, reports, transcripts, minutes or meeting summaries, and other documents are available for public inspection or purchase at RTCA, Inc., 1828 L Street, NW, Suite 805, Washington, DC 20036. As of 2000, all new and a limited number of previously published RTCA, Inc. documents are available at www.rtca.org. Copies of FAA documents are available to the public according to the fee schedule published in part 7 of Title 49, Code of Federal Regulations. Records of the proceedings will be kept, as required by applicable laws and regulations. All records of the committee, formally and informally established committees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

13. Public Interest. The FAA has determined that continued use of RTCA, Inc. and its components as an advisory committee is in the public interest for responsibilities imposed on FAA by law.

14. Estimated Cost. The estimated average annual cost of FAA participation in the RTCA, Inc. advisory committee process is \$400,000 (including proportional share of salaries of DOT employees). The FAA estimates that sponsorship of RTCA, Inc. requires about 0.12 employee years for administrative support.

15. Effective Date and Duration. Renewal of the charter of RTCA, Inc. and its components, listed in Appendix 1, is effective **April 2, 2009**, which is the filing date of the charter. Using RTCA, Inc. as an advisory committee will continue until **April 2, 2011**, unless sooner terminated or renewed by proper authority. The FAA may terminate the charter incorporated in this order if RTCA disbands; if the use of RTCA, Inc. components by FAA ceases; if RTCA, Inc. operations as covered by the Act do not comply with the Act or implementing regulations, and RTCA, Inc. cannot, or will not, achieve compliance; if RTCA, Inc. refuses membership to a qualified applicant; or if FAA determines that, as to important aspects of its operations, RTCA's role as an advisory committee cannot be upheld. FAA will give as much advance notice as possible of such action to RTCA, Inc. and all participants. Such action by FAA would not prevent another Government agency from chartering RTCA, Inc. under the Federal Advisory Committee Act.

16. Distribution. This order is to be distributed to the director level in Washington Headquarters and the Technical Center.

Lynne A. Osmus
Acting Administrator

Appendix 1. RTCA, Inc. Special Committee

Paragraph 10f contains information on the Special Committees. The following is a list of RTCA, Inc. Special Committees as of November 1, 2008. The most current list of RTCA, Inc. Special Committees is found at www.rtca.org.

SC-135	Environmental Testing
SC-147	Traffic Alert & Collision Avoidance System (TCAS)
SC-159	Global Positioning System (GPS)
SC-186	Automatic Dependent Surveillance-Broadcast (ADS-B)
SC-202	Portable Electronic Devices (PEDs)
SC-203	Unmanned Aircraft Systems
SC-205	Software Considerations
SC-206	Aeronautical Information Services (AIS) Data Link
SC-211	Nickel-Cadmium, Lead Acid and Rechargeable Lithium Batteries
SC-213	Enhanced Flight Vision Systems/Synthetic Vision Systems (EFVS/SVS)
SC-214	Standards for Air Traffic Data Communication Services
SC-215	IRIDIUM AMS(R)S for NGSS
SC-216	Aeronautical Systems Security
SC-217	Airport Mapping Databases
SC-218	Future ADS-B/TCAS Relationships
SC-219	Attitude and Heading Reference Systems (AHRS)
SC-220	Automatic Flight Guidance and Control Systems
SC-221	Aircraft Secondary Barriers
SC-222	INMARSAT <u>AMS(R)S for NGSS</u>